



PORTLAND VA MEDICAL CENTER

*Portland, Oregon Division
Vancouver, Washington Division
Community Based Outpatient Clinics
Salem, OR Bend, OR
Longview, WA Camp Rilea (Warrenton, OR)*



NOTICE OF VACANCY

1. <u>Announcement Number</u> T-05-097-JC	2. <u>Title, Series, Grade, Salary</u> Program Support Assistant GS-303-7 \$35,436 to \$46,068 per annum	3. <u>Tour of Duty</u> 8:00am-4:30 pm M-F	4. <u>Duty Station</u> Research Service, Portland, Or Division
5. <u>Type & Number of Vacancies</u> Temporary, NTE 3 Years 1 Full-time position(s)	6. <u>Contact</u> Tonya Griffin 503-220-8262 x 57527	7. <u>Opening Date</u> 2/14/05	8. <u>Closing Date</u> Open Until Filled 1st consideration 2/18/05

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Any US Citizen

MAJOR DUTIES:

The Incumbent will perform work involving the collection, compilation, and/or tracking of data and statistical information in support of an organization's program operation. Assists in the planning, review, and reporting of data/statistical results of program/project studies. Establishes protocols for incoming data, organizes computerized data sets, and retrieves computerized data. Performs a basic analysis of the data and generates a variety of reports. Evaluates documents, e.g., sampling plans, permit applications, and other data collection forms. Coordinates incoming data from a variety of sources. Reviews documents, reports, and/or applications for omissions and inconsistencies, and ensure data entry is complete and accurate. The Incumbent enters pertinent information into an automated tracking system. Maintains automated systems of program-specific data to track suspense's on items such as project milestones, progress reports, funding accomplishments, compliance strategies. Performs work related to the acquisition and/or development of program information and resource materials/ personnel to support the policy development and/or technical activities of an organization. Completes special research projects in support of the policy development and/or technical/program activities of the organization. Assembles and summarizes data, background information, and other material from publications and other sources. The Incumbent may perform other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-303 series applies and may be reviewed in the Human Resources Management Service office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.

Specialized Experience: One (1) year experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the GS-6 level.

BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))

On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to rating factors will result in applicant not being referred for the position:

1. Knowledge and understanding of the management and organizational structure of an animal research facility.
2. Knowledge of the requirements and responsibilities of the medical center under regulations enforced by the Department of Veterans Affairs (DVA), United States Department of Agriculture (USDA), National Institutes of Health (NIH), Association for the Assessment and Accreditation of Laboratory Animal Care (AAALAC) and other applicable agencies.
3. Knowledge of the principles related to confidentiality and effective communications including tact and diplomacy when dealing with sensitive issues.
4. Ability to manage multiple tasks with competing priorities in a timely and complete manner.
5. Knowledge and experience using various software applications such as; MS Outlook, Word, Excel, and Lotus Approach.
6. Describe your experience in providing staff support to an Institutional Animal Care and Use Committee (IACUC) or similar committee service.

(Continued on next page)

VACANCY ANNOUNCEMENT INFORMATION SHEET

CONDITIONS OF EMPLOYMENT:

Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire non-citizens only in very limited circumstances where there are no qualified citizens available for the position.

A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis

All qualified applicants will receive equal consideration without regard to race, religion, color, national origin, sex, politics, marital status, non-disqualifying physical or mental handicap, age or membership or non-membership in a labor organization.

It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

HOW TO APPLY:

US Citizens may apply by submitting the following forms/documents to the Portland VA Medical Center, P4HRMS, PO Box 1034, Portland, OR 97207, received no later than **Close of Business (COB) on 2/18/05 for 1st consideration**, or brought in person to Human Resources, Bldg 100 Rm 6C12, Portland VA Medical Center, 3710 US Veterans Hospital Road, Portland, OR 97239 by the **COB on 2/18/05 for 1st consideration**. This position will be open until filled. Forms are available in the Human Resources Office or on our website, www.va.gov/portland/hr.

1. [OF 612 \(Optional Application for Federal Employment\)](#), or Resume. (Please refer to [OF-510 \(Applying for a Federal Job\)](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612.
2. [OF-306, \(Declaration for Federal Employment\)](#) (January 2001 version or later).
3. Narrative statement relating to all of the KSAs. Candidates **must** submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to all of the KSAs will result in the applicant not being referred for the position.
4. Veterans Preference:
 - a. DD-214, Military Discharge Paper (member copy #4 for July 1979 or later editions) (FOR 5 POINT Veteran's Preference).
 - b. [SF-15, \(Application for 10-point Veteran Preference\)](#)
 - c. VA letter of service-connected disability rating dated within the last 12 months.
5. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
6. A copy of your college transcripts (Optional unless education is required).

APPLICANT'S PLEASE NOTE:

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.

IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**